



# ***COMMONWEALTH of VIRGINIA***

*Department of Emergency Management  
Training, Education and Exercise Division*

## **Application for Adjunct Instructor for Hazardous Materials**

Hazardous Materials training programs are those courses that address the needs of the Commonwealth's Hazardous Materials Response Program; specifically the hazardous materials teams under contract with the Commonwealth to provide emergency response assistance, and other local departments with hazardous materials response capabilities. This recruitment is for part-time wage employees to instruct various courses on an "as needed" (irregular) basis. These courses range from 1 to 10 work days (8 to 80 hours) of instruction and each course is conducted multiple times per training year. Adjunct Instructors receive compensation for course preparation and delivery time and are reimbursed for travel costs (lodging, meals, and miles at state per diem rates) for each course delivery.

NOTE: Most courses in this subject matter area are conducted at the VDEM Hazardous Materials /CBRNE Training facility in Yorktown, Virginia, however some courses may be offered in other locations throughout the Commonwealth.

If selected, candidates will need to complete the appropriate instructor development course with successful completion of the final examination component with a score greater than 90%, maintain appropriate certifications and attend an annual refresher on course subject matter content.

Adjunct Instructors in this role would be utilized to instruct the multiple courses developed by the Virginia Department of Emergency Management. Instructors would be expected to adhere to the basic curriculum and present practical skills stations independently. Some of these courses include:

- Hazardous Materials Technician
- Hazardous Materials Advanced Tactical Control
- Hazardous Materials Tactical Command and Safety
- Radiological Emergency Response – Operations
- Chemistry of Hazardous Materials
- Hazardous Materials Planning and Management
- Radiological Emergency Response – Awareness
- Radiological Emergency Response – Technician

NOTE: Not all adjunct instructors will be qualified to teach all the classes offered in this subject matter area. This list shows examples of the scope of courses offered.

**Minimum Qualifications:** Five (5) years as a member of an advanced hazardous materials response team and have successfully completed the advanced hazardous materials training course(s) listed below and any completed additional courses conducted by the Virginia Department of Emergency Management for which the Adjunct wishes to instruct.

- Commonwealth of Virginia Hazardous Materials Technician
- Commonwealth of Virginia Chemistry of Hazardous Materials
- Commonwealth of Virginia Advanced Tactical Control

Completion of a recognized training course providing qualifications in techniques of instruction and adult education methodologies with experience applying these techniques in a professional setting. Some FEMA/State courses that have been identified as meeting this requirement include:

- G-0265 Instructional Delivery Skills / G-0141 Instructional Presentation and Evaluation Skills
- E-0262 Instructional Delivery for Subject Matter Experts
- E-0611 Instructing and Facilitating in the Classroom and Online
- PER-266 Instructor Training Certification
- NFA/VDFP Fire Instructor Certification
- DCJS General Instructor
- VDH/OEMS EMS Education Coordinator (Completed prior to 2018)

(Equivalents will be evaluated on an individual basis. Documentation of such training must be included with employment application submission.)

Successful completion of the following FEMA /EMI courses is required\*:

- IS-0100 Introduction to the Incident Command System (On-line or classroom)
- IS-0200 ICS for Single Resources and Initial Action Incidents (On-line or classroom)
- IS-0700 National Incident Management System, An Introduction
- IS-0800 National Response Framework, An Introduction

**Preferred Qualifications:** Successfully completion of any US Department of Homeland Security – National Domestic Preparedness Consortium training course related to hazardous materials/CBRNE response/radiological emergency preparedness or response.

Successful completion of the following FEMA /EMI courses is required\*:

- IS-810 Emergency Support Functions (ESF) #10 – Oil and Hazardous Materials Response Annex

**Additional Requirements:** Pass Criminal and Professional Background Check and DMV Records Check

Instructor candidates will be required to demonstrate instructional skills in a classroom setting as part of the hiring process.

Certificates of completion or a transcript should accompany required VDEM Wage Employment Application. Submit completed VDEM Wage Employment Application, resume and required training certificates to:

Virginia Department of Emergency Management  
Human Resources Division  
10501 Trade Court  
North Chesterfield, Virginia 23236

Phone inquiries: (804) 897-6500

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*Saving lives through effective emergency management and homeland security.  
“A Ready Virginia is a Resilient Virginia.”*

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